CUNY School of Law Re-Opening
Plan August 20, 2020

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PROCESS
This plan was developed by the CUNY Law Reopening Task Force,1 in consultation with the CUNY Law Senior Leadership Group2, under the direction of the Dean and the Associate Dean for Finance and Administration, who is also the Campus Coronavirus Coordinator, staffed by the Director of Facilities. The plan required coordination with Cushman Wakefield, the managing agent of the condominium in which the Law School is located, with responsibility for maintenance and building operations.

I. REOPENING
CUNY Law will reopen on a Phased Schedule with assessment, including review of information from the Coronavirus Liaison and consultation with the Reopening Task Force, before proceeding to the next phase or returning to an earlier phase.

**Phase 1** – essential employees only and only students, on an as-needed-basis, needing to retrieve personal effects from their lockers with appointments, or to visit the food pantry.

**Phase 2** – essential employees on an as-needed basis; other faculty and staff by appointment to retrieve items; students and graduates studying for the bar exam by appointment to study safety-distanced in the library, or to visit the food pantry. Food/dining will be limited to the 2nd floor.

**Phase 3** – essential employees on an as-needed basis; other faculty and staff who seek to work in the building by appointment to work safety-distanced only when in-person work is deemed essential by the Dean; students and graduates studying for the bar exam in the library and in other rooms as designated; limited safety-distanced clinic meetings involving faculty, students, and clinic clients or prospective clients where face-to-face meetings are essential to the achievement of the clinic’s learning goals or in connection with the representation of clients. Food/dining will be limited to the 2nd floor.

**Phase 4** – staged and staggered return to campus for non-essential staff and limited classes.

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1 The Reopening Task Force is comprised of students, staff and faculty. It includes members of the Personnel & Budget Committee, the Senior Leadership Group, and members of the communications team. The members of the Task Force are listed at the end of this plan.

2 The Senior Leadership Group is comprised of Dean, Senior Associate Dean for Academic Affairs, Associate Dean for Administration and Finance, Senior Associate Dean of Clinical Programs, Associate Dean for Student Affairs, Executive Director of Special Projects and External Relations, and a faculty representative.
Timing: Upon approval of this plan by the University, and barring intervening governmental orders or restrictions or CUNY Law-specific reported cases among those few CUNY Law employees or visitors who have been on campus, the Law School plans to move to Phase 2. Unless directed otherwise or unless there is a COVID-related reason to move back to Phase 1, the Law School would, upon assessment and review by the Reopening Task Force, move to Phase 3 after 2 weeks. The Law School plans to remain in Phase 3 for the duration of the semester.

General Guidelines for Occupancy of the Building During Phases 1, 2, and 3

Building hours will be based on availability of screeners.

A screener will be available at the building entrance to monitor self-assessment compliance, with a greeting area near the front desk, and a room available near the front desk to protect privacy or isolate, if necessary.

No outside visitors (except Clinic clients or prospective clients and vendors necessary to perform repairs and maintenance to common building systems, technology and life safety systems) will be permitted in the building.

Access to the building by students, faculty, and staff will be by appointment only.

Before returning to campus, all students, faculty, and staff must complete an online health and safety COVID-19 video training exercise. All persons entering the building are required to submit electronically in advance or at the front desk a COVID-19 self-assessment form. No one will be permitted entrance to the building if any of the screening questions are answered in the affirmative. If affirmative, people will be referred to off-site NYS testing sites.

All individuals on campus should carry a CUNY ID at all times. All Law School employees and students are required to carry school-issued identification cards at all times while in the building.

No person is permitted in the building without screening and clearance (NYS self-reporting form).

Anyone entering the school will commit to a safety-distancing pledge while in the building.

No person who has not complied with NYS government out-of-state travel quarantine requirements will be permitted in the building.

Each person entering the building, will have their temperature checked by a wall-mounted thermometer and will be refused entrance if a temperature above 100° is registered.

All persons in the building will wear masks, unless they are the only occupant of a room with a closed door. Face masks are available by request.
All persons in the building will observe safety-distance guidelines at all times.

At no time will the occupancy in any room exceed the limits (maximum limit 25% or safety-distanced occupancy, whichever is less), which will be clearly marked throughout the building.

All travel in the building will comply with signage throughout the building.

Elevator usage will be limited to 2 persons at a time, and distancing must be observed.

Escalator usage will require safety-distancing, and hand sanitizer stations will be placed before entry.

Faculty and staff deemed essential, who are working in the building, will be assigned to areas to comply with safety-distancing, if their regular work area is not compliant. If the assigned area is not their regular office space the office will be disinfected and cleaned before and after each employee uses the space, in addition to the regular cleaning and disinfection.

Cubicles can be used up to capacity, as they provide more than six feet of safety-distancing.

Hand sanitizer and cleaner will be available on every floor.

There is signage throughout the building for safety-distancing, hand washing protocol, and wearing masks.

Hand sanitizer, wipes, cleaner, and paper towels are available throughout the building.

All people in the building will wear masks. All people will maintain safety-distancing at all times, with the only exceptions being for (1) persons in rooms being occupied by a single person with a closed door and (2) drills and emergency situations.

Photocopiers and other shared devices will be sanitized before and after each use by a different person.

Complaints about compliance with safety-distancing go to the Coronavirus Campus Coordinator.

If an individual tests positive for COVID-19, the Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case and notify the Dean, the SVC for Institutional Affairs and the Campus Reopening Committee.
Cleaning after the disclosure of a positive case: Staff will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance and wear full PPE, and follow CUNY protocol.

High-efficiency MERV 14 filters shall be used in the HVAC systems. In addition, we have maximized our fresh-air intake to increase external air flow into the building per ASHRE guidelines and recommendations as feasible, based on occupant comfort.

The Law School will use the University protocol and app for tracing, maintain confidentiality and coordinate with State and local health departments.

Building Appointments: we will set up an email address for reservations: reservation@law.cuny.edu, requests must be submitted 24 hours prior to the appointment; self-reporting forms can be submitted one hour before entering the building or at the front desk. Reservation time will be confirmed. If the person entering has an appointment, does not have a temperature, and has no positive responses on their self-reporting form, they will be allowed in the building.

II. CAPACITY.

Students
The Law School building is designed for a single program for 450-day students. The new student orientation will be online. All our classes will be online, with a very limited exception for certain aspects of our clinical program that will occasionally need to use the building in connection with the representation of clients. No more than 10 students and faculty will be involved in these activities at any one time. All student services (registrar, bursar, counseling, academic support, bookstore/gift shop) will be performed remotely. The food pantry is transitioning to the use of online gift certificates.

Students will be using the building by appointment only. The maximum number of students permitted in the building in Phase 2 is 85. The maximum number of students permitted in the building in Phase 3 is no more than 25% of 450, unless NYS guidance permits more. Students will use the classrooms and library spaces for study and internet access in marked seats in designated classrooms designed to meet NYS safety-distancing requirements.

CUNY Law is committed to the safety- and well-being of its students, faculty, and staff. In adherence to public health recommended best practices and state and city guidelines for limiting our campus exposure to COVID-19, all in-person gatherings and events on and off campus are on pause until further notice. The more individual interactions occur at a gathering, and the longer that interaction lasts, the higher the risk of COVID-19 spreading. All CUNY Law sponsored events will be virtual for the fall semester, because the lowest risk of spreading the virus is hosting virtual-only activities, events, and gatherings.
Staff
The vast majority of the staff will work remotely. Staff will visit the building by appointment to pick up materials, etc. Only staff whose work cannot be done remotely and whose work is deemed essential to be done on campus will be in the building. At present, 14 of our employees are deemed essential (see attached list). Although we intend this list to be fluid to meet our business and academic continuity needs, at no time will there be more than 25% of our employees working in the building during Phases 1-3. Shifts will be staggered and workspace assigned to assure safety-distancing.

Public spaces
The reduced volume and marked travel patterns will easily permit us to meet the guidelines for safety-distanced traffic flow.

Tables and chairs in community spaces have been removed or rearranged to enforce safety-distancing in public spaces, halls, and mixed-use classroom/meeting spaces.

Testing capabilities
We do not plan to provide onsite testing. In the case of a return to campus for a previously affected person, they will have to provide documentation of a negative test result.

PPE availability
We have 4050 surgical masks in inventory. Of those, 50 are N95 for public safety. (Only our security staff and any employees with vulnerabilities need these masks.) We have 2 thermometers in inventory and 2 wall-mounted thermometers on order for arrival prior to reopening. PPE used in cleaning will be provided by Cushman Wakefield. We have 2,730 pairs of gloves on hand for use by the screener, public safety, mail room employees, and as needed. We also have 30 32 oz. bottles of hand sanitizer, 34 containers of disinfectant wipes and 5 32 oz. bottles of Clorox Clean disinfectant on hand, with additional supplies on order.

N95 masks supplied by Central office for Public Safety Staff. We have an order into Grainger for 1,000 KN95 masks for screeners and staff which should arrive in 10-14 days. We have 2 Proftech orders for Clorox wipes and cleaner in additional to our current inventory. Our procurement staff orders as soon as it becomes available. We have a plexiglass enclosed station for screeners. People entering the building will show their Everbridge App results to the screener upon entering, walk up to the touchless thermometer on the wall next to the screener, then be admitted to the Library if they are studying, or a staff member to their office. Screeners have masks, gloves, hand sanitizer at their disposal. We also have masks available at the lobby area upon request.

Quarantine/isolation/local medical/safe transportation
Students or employees displaying symptoms will be asked to leave the building, local urgent care and testing center info will be provided, and transportation will be arranged, if necessary.
III. TESTING
We will use the self-screening form provided by the University. We will not be providing any testing and will be relying on documentation of negative test results. Students and employees known to have been exposed to a positive case or to be returning from a NYS-listed State and not quarantined for 14 days (or, if required, we will require it even if they report quarantine) will not be permitted to enter the building without documentation of negative test results.

IV. RESIDENTIAL LIVING
We have no residential living facilities.

V. OPERATIONAL ACTIVITY
Through Phases 1-3, all classes will be online with a very limited exception for certain aspects of our clinical program that will occasionally need to use the building in connection with the representation of clients. No more than 10 students and faculty will be involved in these activities at any one time. No extracurricular events or meetings will take place on campus through the fall semester.

All students who do not have them will be provided with computer hardware capable of supporting our educational program. All students who lack secure, adequate internet access will receive funding to purchase it. Students will be using the building for studying and internet connectivity and access to library materials.

Students will use the building on an appointment-only basis and assigned to rooms and spaces to meet safety-distance requirements.

Clinic-related use of the building would have to comply with the general appointment procedure for use of the building, with students and faculty indicating in advance what day, time, and how many individuals would need to have access to the building. All other regular protocols related to mask wearing, hand washing or use of hand sanitizer, temperature check, and Everbridge app completion would similarly be required.

Clinic-related work would be done on the fifth floor of the building which would not be accessed by other students studying for the bar exam, or using the building to support their non-clinic-related school work during the fall semester.

All of the conference rooms on the fifth floor have maximum occupant capacity indicated, and clinic students, faculty, and clients will also have access to clinic seminar rooms which are larger and will not be used for classes during the fall semester.

In the event of a legal emergency, then clinic faculty and students could request permission from the clinic dean to accelerate the appointment procedure for accessing the building. However, all visitors to the building would still be required to follow regular procedures upon entering the building.
VI. RESTART OPERATIONS

- MERV-14 filters and pre-filters will be in use. Filters will be changed before re-occupancy.
- We will increase outside airflow and increase humidification per ASHRE guidelines and recommendations as feasible, based on occupant comfort.
- Thermostats on all floors have been checked to ensure they are working properly and set to 74 degrees.
- Full building systems will be started one week prior to re-opening.
- Tested Indoor Air Quality and Water. Random surface testing of tenants’ areas.
- Cooling towers were cleaned and disinfected on April 25th.
- Fan ventilation has been increased for all elevator cabs.
- Safety- distanced foot zone markers have been installed.
- Janitorial staff has sufficient supply of PPE, provided by Cushman Wakefield.
- In restrooms, traps have been treated, sinks and toilets have been inspected, lines have been flushed, and PM’s performed.
- Stanchions with signage have been placed at forward of turnstiles and at front desk for 6 foot distancing reminder.
- Guests will hold ID for guard to view instead of handing it to them.
- A clean space program has been established for all vendors and contractors that enter the building (require PPE).
- Face shields, masks, and gloves will be worn by all staff: C&W, security, mailroom, and vendors.
- There will never be more than 25% of occupancy in the building. The number of occupants will be controlled through the required use of appointments.
  A foot path signage for 6 foot distancing has been created.
  All cleaning staff have been trained on proper disinfecting guidelines.

VII. EXTRACURRICULARS

No school-sponsored extracurricular events or meetings will take place on or off-campus through the fall semester. If the need for in-person group meetings by students or for students occur, that will be managed through the appointments process.

VIII. VULNERABLE POPULATIONS

No student will have to be physically present on campus to fully participate in our academic program or our extracurriculars. Our business operations and instructional support operations are nearly 100% remote. We are working with our Human Resources Department to ensure that the few operations that require physical presence are not handled by any staff member in a vulnerable population. We plan also to accommodate other requests, including those who care for people in vulnerable populations. No faculty member will need to be on campus.

IX. HYGIENE, CLEANING, AND DISINFECTION

Our plan establishes campus-wide cleaning and disinfection protocols for classrooms, restrooms, our computer labs, our student food pantry, and the mini lounges on each floor, where we will restrict use to storing and microwaving food.
Cleaning Plan - Cushman Wakefield

- Lobby and Front Desk Area - Disinfect 2x during the day and then at night; This includes door hardware, pushplates, handles, etc.

- Elevators and Escalators have been marked for capacity and safety distancing - call buttons, handrails, etc will be cleaned 4x during the day and also at night

- Restrooms all surfaces will be cleaned 4x during the day and also at night. Sinks, toilets and urinals have been spaced for safety

- Pantry area work surfaces and hardware will be cleaned 4x during the day and also at night
- Ice machines and coffee makers will be turned off.

- The office center printers and copier will be cleaned 2x during the day and also at night.
- Conference rooms, already reduced to safety distance capacity will be cleaned 1x during the day and also at night.
- All office workstations, including hardware, pushplates etc will be cleaned 1x during the day and also at night. Currently we have no staff in the building on a regular basis, it is by appointment for a specific task.

- All areas deemed high touch: Elevator lobby buttons, pushplates, seating areas will be cleaned 4x during the day and also at night.

- There will be signage by photocopiers available for use asking people to use sanitizer before and after they use the machine. Additionally, cleaning staff will clean 2x during the day and again at night.

In addition, we will provide hand sanitizer and disinfectant wipes at each student, faculty, and staff work spaces. Our signage also urges NYS guidelines with respect to hand and respiratory hygiene.

X. TESTING RESPONSIBILITY
We will not be administering any tests. Everyone who comes into the building will comply with, submit, and be approved for entry based on the self-screening tool. In addition, we will do a temperature check at entrance. This will be workable because all students will need to make an appointment to enter.

XI. TESTING FREQUENCY AND PROTOCOLS
We will not be administering any tests. We will require symptomatic individuals to produce a negative test before returning to campus. This will not compromise any student’s ability to engage in the program, which is entirely online.

Our approach here is guided by the fact that we are a small program of graduate students, each of whom has a heightened sense of community responsibility and integrity because our profession requires that we certify their character and fitness in order to be admitted to the bar. None of our students are enrolled in fewer than 10 credits.
XII. EARLY WARNING SIGNS
The Coronavirus Campus Liaison will be reviewing screening forms on a daily basis, tracking and reporting to the Coronavirus Coordinator daily. The Coronavirus Coordinator will be reviewing for early warning signs, reporting all positive cases as required. Our Reopening Task Force will continue to meet on a monthly and as-needed basis to review the reports of the Coronavirus Campus Liaison.

Everyone entering the building will be required to use the Everbridge app and will be allowed into the building if they have approval. Additionally, we will be checking temperatures upon entry. Our Coronavirus Liaison will be monitoring Everbridge reports, self reports of positive cases to the Coronavirus Coordinator email and communicating to CUNY on a daily basis. We will follow NYS Contact tracing protocol. We have identified the Nurse’s station as an isolation room (3/104). Plan states that liaison will be reviewing screening forms on a daily basis and reporting to the Coordinator. Liaison must immediately notify both the Coordinator and the SVC of affirmative cases in addition to the daily report.

XIII. TRACING
We will use CUNY’s application when available for contract tracing and apply NYS and CUNY protocols for tracing. We will be using the Everbridge app for screening. Should there be a positive COVID case, we will notify everyone in the building, contact the Department of Health and Glenda Grace’s office. This was the guidance mentioned at a meeting with Coronavirus Liaisons on 8.19.20 with Glenda Grace and Dorianne Gloria.

XIV. SCREENING
We will utilize the Everbridge app, everyone will be required to make a reservation before entering the building. They will have a temperature check. If they cannot access the app, we will have paper NYS self-reporting forms to complete. If we know the app isn’t working prior to entering, the form will be emailed ahead of time if possible. We will reference the NYC Department of Health link by zip code, which lists Urgent Care centers and Covid testing sites.

All screeners are in a supervisory capacity or a healthcare professional. Temperature checks: there are 2 wall mounted digital thermometers next to the screener’s station. Upon entry, the person will be asked to take their temperature. If they are greenlighted, they can enter the building. If not, the screener will provide urgent care and testing center info near the building.

Overview of the Coronavirus Campus Liaison Position
- The role of CUNY’s Coronavirus Campus Liaisons (the Liaison) has evolved since the outbreak of the Coronavirus pandemic but has consistently been central to the University’s plans for tracking health conditions on CUNY campuses.
- In March 2020, the role of the Liaison was created by the Senior Vice Chancellor of Institutional Affairs, Strategic Advancement and Special Counsel (the SVC for Institutional Affairs), in order to collect data about each individual on each campus.
with possible exposure to the coronavirus and share that information with CUNY Central.

- Per CUNY’s Guidelines for Safe Campus Reopening (released July 16, 2020), the Liaison is now responsible for monitoring exposures on campuses and providing data to support decision-making by CUNY leadership. This occurs through reporting to the SVC for Institutional Affairs and the Campus Reopening Committee through the Coronavirus Campus Coordinator.
- The individuals serving as Liaisons were designated by the SVP for Institutional Affairs in March; per the Guidelines for Safe Campus Reopening, campus presidents were instructed to contact the SVC for Institutional Affairs to confirm or change their campus liaison.

**Duties of the Liaison**

- Receive all completed mandatory health screening assessment templates from students, faculty and staff. These can be completed in different formats as needed (although remote, online submission is preferred), including:
  - Online via the State’s Screening.NY.Gov process, or via a CUNY system for conducting the required screening (in March, a checkbox survey was developed for this purpose); or
  - Via other methods used by campus screeners e.g. hardcopy if required by in-person screenings.
- Immediately notify the Coronavirus Campus Coordinator of any affirmative responses to the screening questions and any positive cases reported through the screening process:
  - Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the screening template.
  - The Coordinator is responsible for ensuring that state and local health officials are immediately notified of any positive COVID-19 test result by an individual on campus, including employees, students, and visitors.
- Provide a daily report on COVID-19 exposures to the SVC for Institutional Affairs and the Campus Reopening Committee through the Coronavirus Campus Coordinator (the daily reports are intended to aggregate the individual screening responses). This data reporting will ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community.
- Ensure that all data remains confidential and in compliance with HIPA and FERPA guidelines.

**XV. ISOLATION**
We will use the Nurse’s Office 3/104 for Isolation

**XVI. QUARANTINE**
Since we are not a residential campus, we do not need to provide an area for quarantine. Students and staff who are quarantining at home will have remote access to our counselor, academic support, and food delivery using our food pantry coupons.
XVII. STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19
NOT APPLICABLE.

XVIII. HYGIENE, CLEANING, AND DISINFECTION
NOT APPLICABLE.

XIX. COMMUNICATION
All Law School protocols and safety measures, including our approved re-opening plan, will be distributed via email to all students, faculty, and staff, amplified via social media, and be posted on a Fall Reopening page on our website (accessed directly from our homepage), which will include instructional and safety and health resources, links to University and NYS guidelines, and testing referral information. In addition, if University policies and privacy rules permit, we will post anonymized data reflecting the dates and campus locations visited of any positive cases. Communication will include encouragement of students, faculty, and staff to seek accommodations or request special consideration for vulnerabilities or other reasons. The Law School has a plan for alerting persons that they have come into close or proximate contact with a person with COVID-19, as well as a plan for notifying the community regarding cases and the campus response. In addition, communication will include the scope of enhanced cleaning and campus restrictions.

If there is a need to make an exigent announcement to occupants of the building, the public address system will be utilized. During an exigent closing, Public Safety staff will keep front doors locked and screen persons as they exit the building. Several building sweeps will be performed to ensure that the building is clear. Depending on the length of the shutdown, contract security staff will be cut to one person per shift.

Public Health Monitoring Communication Plan

Updates on Operations
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- A summary alert directing audiences to the full update will be posted to Facebook, Twitter, and Instagram.

Updates on Academic Affairs & Policies
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- A summary alert directing audiences to the full update will be posted to Facebook, Twitter, and Instagram.

Updates on Public Health Information
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- An alert stylized specifically for health updates will direct audiences to the full update and will be posted to Facebook, Twitter, and Instagram.

**Notification of Positive COVID test/diagnosis**
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- An alert stylized specifically for health updates will direct audiences to the full update and will be posted to Facebook, Twitter, and Instagram.

XX. **SHUTDOWN – OPERATIONAL ACTIVITY**
If shutdown is warranted, we will discontinue use of the building for studying and any other student activity, move in-person clinic work to remote sites, scale back employees in the building to a skeleton crew of public safety staff, and move into shutdown mode for the maintenance and cleaning of the building with Cushman Wakefield.

XXI. **MOVE-OUT**
NOT APPLICABLE.

XXII. **COMMUNICATION**
During the shutdown, we will use regular, frequent communications via email to all students, faculty, and staff, amplified via safety media, and will be posted on a Fall Reopening page on our website, which can be accessed from a link on our homepage.

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**RE OPENING TASK FORCE COMMITTEE MEMBERS**

Christopher Argiropoulos - Staff
Marilyn Bauer - Staff
Amanda Beltran - Staff
Mary Lu Bilek - Dean
Elise Billing - Staff
Rebecca Bratspies - Faculty
Ann Cammett - Administration
Douglas Cox - Faculty
Mario Crescenzo - Staff
Elizabeth Dickinson - Administration
Amber Eden - Student
Ariel Federow - Student
Raquel Gabriel - Staff
Carolyn Geisel - Administration
Elizabeth Georgiadis - Nurse Practitioner
Asia Grant-Murray - Student
Carmen Huertas-Noble - Faculty
Gayla Jacobsen - Staff
Elizabeth Johnston - Staff
Ramzi Kassem - Faculty
Steve Katz - Staff
Patricia Kennedy - Staff
Natalie Gomez-Velez - Faculty
Sarah Lamden - Faculty
Donna Lee - Administration
Degna Levister - Staff
Lynn Lu - Faculty
Shirley Lung - Faculty
Karyn Manocchia - Staff
Camille Massey - Staff
Therese McNulty - Staff
Kathleen Paramore - Staff
Linda Penkower - Staff
Allie Robbins - Faculty
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John Whitlow - Faculty
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Sofia Yakren - Faculty